

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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April 10, 2001

FROM: DOUG HALLEN
INTERIM PUBLIC HEALTH PROGRAM ADMINISTRATOR

SUBJECT: POSITION RECLASSIFICATION

RECOMMENDATION:

1. Approve the reclassification of vacant position #07798, Health Education Assistant, Administrative Services Unit, R43, to Health Education Specialist I, Administrative Services Unit, R46.
2. Approve the reclassification of vacant position #11115, Supervising Fiscal Clerk I, Supervisory Unit, R38, to Administrative Clerk II, Supervisory Unit, R43.

BACKGROUND INFORMATION: Both requested classifications work in the Child and Adolescent Health Program. The program currently serves approximately 6,000 children annually in its clinics, and an additional 50,000 are served through its State funded Childhood Lead Poisoning Prevention, Child Health and Disability Prevention/Early Periodic Screening, Detection and Testing, and Dental Disease Prevention projects. The program also provides and promotes preventive health measures for the children and adolescents of San Bernardino County through health assessments and services, information and education, and referral to other public resources.

Position #07798 will be responsible for assisting the Health Education Unit within the program. This position will require a greater capability to develop and implement objectives as defined within the individual Scopes of Work for each of the State funded projects than the previous Health Education Assistant position allowed for. This position will also become responsible for planning and evaluation of health promotion activities, coordination of community member and other agency activities in the promotion of children's health, and the development and implementation of training programs.

Position #11115 will be responsible for supervision of a large clerical staff, including hiring and training staff, evaluating procedures and office policies, and recommending changes as needed. Additionally, the position will supervise clerical support for fiscal and budgetary operations of the program, and assist the program manager in problem analysis and gathering and reporting budgetary and clinical data. These activities require a greater range of administrative responsibility and capability than that offered by the Supervising Fiscal Clerk I classification

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Both requested reclassifications were reviewed and approved by the Human Resources Department.

REVIEW BY OTHERS: This proposed action has been reviewed by Sue Nash, Deputy County Counsel, Gary Morris, Administrative Analyst, County Administrative Office and Mark Deboer, Human Resources Department.

FINANCIAL IMPACT: The requested positions represent an additional \$1,684 in salaries and benefits for Fiscal Year 2000/2001 and will be paid for utilizing current year salary savings. Additional ongoing annual costs are \$7,300. Both positions are State funded and the increased salary and benefit costs will be fully reimbursed by the appropriate State agencies. The increase to the positions will not impose any additional local County cost.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Doug Hallen, Interim Public Health Programs Administrator